****

**The National Junior Beta Club ~ Inman Middle**

**Officer Roles & Responsibilities**

There are four officer positions in our chapter of Junior Beta Club: President, Vice President, Secretary, and Treasurer. All officers will meet/communicate with advisors regularly to discuss upcoming events and topics of discussion for future meetings.

**President**

* Preside over monthly meetings. Set meeting agendas with officers and advisors.
* Work with Vice President to promote club community service projects
* Perform any other leadership responsibilities requested by advisors or Principal

**Vice President**

* Act in place of President, if President is not available
* Oversee committee chairs (for community service projects, dance, etc.)

**Secretary**

* Write detailed notes from monthly meetings, organized in a notebook returned to club advisors at end of year.
* Take pictures for the yearbook and website.
* Willing to write thank-you notes to those who assist Beta Club

**Treasurer**

* Report on club account balance periodically
* Work closely with school administrators and advisors on filling out paperwork and turning over funds raised by Beta Club.

**Other Roles**

* **Halloween Dance Co-Chairs –** work with officers, advisors and club members to plan and staff the Halloween Dance & Haunted House
* **Community Service Fall Project Chair –** coordinate project with officers and members based on member input
* **Community Service Spring Project Chair -** coordinate project with officers and members based on member input ***(\*\*\*election in Nov/Dec for this role only\*\*\*)***
* **Beta Club Webmaster -** work with Secretary to keep website current

*Elections will be held at the Mon 9/12 Beta Club meeting. Interested candidates please e-mail what position you are seeking to* [*csrichie@bellsouth.net*](mailto:csrichie@bellsouth.net) *by Tues 9/6 and plan to give a brief speech at the 9/12 meeting.*